



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, PUBLIC WORKS

Class No. 002210

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■ CLASSIFICATION PURPOSE

To plan, organize, and direct the activities of a major division within the Department of Public Works; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Department of Public Works. Under administrative direction, incumbents report to the Director, Public Works and are responsible for managing the activities of a division of public works providing public services in the areas of wastewater, highway safety, land development, road operations, and solid waste.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes, and directs the activities of a division providing services in the areas of waste water, highway safety, land development, road operations, and solid waste.
2. Develops and implements countywide policies and procedures related to public works functions.
3. Directs the development and implementation of departmental plans and programs.
4. Reviews and approves negotiated contracts for outside services or equipment.
5. Reviews the department's program efforts and direction by performing field observations of operations, facilities, and construction projects.
6. Evaluates program or project progress, identifying and resolving problems and making adjustments if necessary.
7. Oversees the division's annual budget and monitors revenue and expenditure transactions.
8. Conducts fiscal analysis and prepares cost projections.
9. Identifies operational problems and formulates appropriate solutions.
10. Prepares executive and technical reports and correspondence.
11. Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities and issues.
12. Performs special studies and projects as assigned by the Director.
13. Acts in the absence of the Director or Assistant Director.
14. Supervises subordinate staff.
15. Provides responsive, high quality service to county employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

## ■ KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Civil engineering theories, procedures, and methods.
- Federal, state, and local regulatory codes related to public works activities and operations.
- Contract negotiation and administration.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- Policy/procedure development and implementation related to public works services.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, organize, and direct the activities of staff involved in performing a variety of public services.
- Coordinate departmental activities with outside jurisdictions and public/private agencies.
- Develop and implement departmental policy and procedures.
- Identify and resolve departmental operational problems.
- Prepare division budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Any combination of education, training, and/or experience that would demonstrate possession of the required knowledge, skills, and abilities listed above.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Selected positions in this class require registration as a Professional Engineer, licensed by the State of California as a Civil Engineer.

### Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: July 16, 1986**  
**Revised: June 2, 1994**  
**Reviewed: Spring 2003**  
**Revised: June 15, 2004**

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Deputy Director, Public Works (Class No. 002210)

Union Code: EM

Variable Entry: Y